CUYAMACA COLLEGE

2019-2020 CLASSIFIED STAFF HIRING PRIORITIES RUBRIC

Recommended By The Staffing Prioritization Task Force - September 2019

Note: This process/rubric applies to positions for which a job description/classification already exists within the District.

Vacant, frozen, defunded, and new positions should also be identified and justified within a department or service area's Program Review.

(INFORMATIONAL ITEM - NOT RATED) What is the total contract FTE and number of positions for your program or service area (including filled, vacant, frozen, and defunded positions)? **Total FTE: Number of Positions:_** What is the percentage of positions filled in your dept. / service area for the current year? **_____** What is the current average college-wide fill rate? **_____ _____**	.		
(INFORMATIONAL ITEM - NOT RATED) a. Position classification and number b. FTE and contract type, i.e., 10-month, 11-month, 12-month, seasonal c. Is this a new General Fund position, a replacement for a funded position, a replacement for unfunded position, a position currently funded by Grant funds, and/or State-mandated (categorically funded or compliance based) position? d. What are the actual duties and responsibilities that are specific to this requested position? (100 words or less)			
	1 Point	**3 Points**	**5 Points**
1) Critical Need How are the duties of the requested position currently being performed, if at all? How does the lack of this position impact the program or service area? Is the position being requested in order to comply with state or federal mandates/requirements? Cite the specific mandate and/or requirement.	Lack of position has or will have minimal impact on program / service area	Lack of position has or will have moderate impact on program / service area	Lack of position has or will have significant impact on program / service area
2) Program or Service Area Potential for Growth **Demonstrated Increase in Demand for Services** *Examples of Evidence:* New program, service, or initiative; number of students served; number of appointments; number of visits; number of workshops **Demonstrated Increase in Workload for the Program or Service Area**	Staffing need is minimal; program / service area has grown minimally or not at all	Staffing need is present; program / service area has grown such that functioning has been negatively affected	Staffing need is urgent; program / service area has grown such that functioning is severely compromised

Identified internal and external factors leading to increased workload demands on current staff (provided supporting evidence) *Examples of Evidence:* Total overtime/comp time accrued, number of hourly/intern/volunteer/work study in program/service area and services provided			
3) Support of Strategic Plan* Demonstrated that position's main duties will directly support the institution's strategic priorities *Examples Include:* Ability of Service Area to Innovate and Meet Changing Needs Direct Support of 4 Strategic Goals -Acceleration -Guided Student Pathways -Student Validation & Engagement -Organizational Health	Lack of position would minimally impact the College's capacity to achieve its strategic goals	Lack of position would moderately impact the College's capacity to achieve its strategic goals	Lack of position would significantly impact the College's capacity to achieve its strategic goals

* Qualitative focus - student success and equity

Instructions added to improve clarity - September 2019